DRC INSIGHT™
ONLINE LEARNING SYSTEM

eDIRECT USER GUIDE
Wisconsin

Part 1

Contents

Introduction

■ What's Covered in This Guide

This user guide discusses eDIRECT, the interface to the administrative functions of the DRC INSIGHT Online Learning System.

The primary users of eDIRECT are District Assessment Coordinators and School Assessment Coordinators. The primary audience for this guide is both eDIRECT end users and eDIRECT administrators.

This guide is divided into various topics:

• In *Working with eDIRECT*, the guide describes how to access and log on to eDIRECT, as well as some of its more common menu functions and options for end users.

• In the *General Information* and *Manage Users* topics, the guide covers the various administrative tasks that District Assessment Coordinators can perform using eDIRECT. These tasks include editing and updating user information, resetting passwords, activating and deactivating users, and adding new users.

• The *Test Setup* topic describes how to access the Downloads tab with the DRC INSIGHT installation files.

■ The eDIRECT Permissions Matrix

For online testing, eDIRECT uses will have a role—District or School. Each user will be assigned a set of functions, called permissions, to allow the user to handle the testing responsibilities.

The table on the following pages lists the location in eDIRECT the permission applies to, the current eDIRECT permissions, a description of the function(s) the permission allows, and the roles that are recommended to be assigned the permission.

(!) **Important:** District Assessment Coordinators (DACs) MAY NOT assign DAC permissions to any other user. There should be only one DAC user per district.

Introduction

eDIRECT Permissions Matrix

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School	
				DAC[1]	DTC[2]	SAC[3]	STC[4]
General Information	Documents or Training Materials	Documents - View	View documents to which they have access	X	X	X	X
Manage Users	User Administration	Administrator	Add/edit user accounts and profiles	X			
		Administrator - Set Password	Specify a password for a user	X			
Materials	Additional Materials	Materials - Additional - Primary Window	Access additional materials during the primary window	X			
		Materials - Additional - Secondary Window	Access additional materials during the secondary window				
		Materials - Additional - View/ Edit	Enter, view, and modify Additional Materials orders via the Client Entry screen	X			
Reports	Manage Reports	Reports - Manage	Create, edit, and delete report definitions				
		Reports - Manage - Delete	Delete a set of reports that have been published	X			
		Reports - Manage - Publish	Publish reports so that users with "Reports - View" permission can see them. Also un-publish reports so that users can no longer see them	X			
	View Reports	Reports - View - Delete	delete individual published reports	X			
		Reports - View State Files	View state reports				
	View Reports or Test Results	Reports - View District Files	View district reports	X			
		Reports - View School Files	View school reports	X			
		View Reports - Download - District/ School	Download all reports for a district or school for an administration.	X			

[1]District Assessment Coordinator
[2]District Technology Coordinator
[3]School Assessment Coordinator
[4]School Technology Coordinator

eDIRECT Permissions Matrix (cont.)

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School	
				DAC[1]	DTC[2]	SAC[3]	STC[4]
Reports	View Reports or Test Results	View Reports - Download - State	Download all reports for an administration.	X		X	
	Status Reports	Status Reports - State Reports	Access State-level Status Reports as noted in the Online Testing Reports Configuration document for the specific state				
		Status Reports - District Reports	Access District-level Status Reports as noted in the Online Testing Reports Configuration document for the specific state	X			
	Online Testing Statistics	Online Testing Statistics	Access Online Testing Statistics Reports. Users with this permission will be able to view all districts data (no restriction on what district/school the user has access to)				
	Student Lookup	Student Lookup	Access to look up student data	X		X	
Test Setup	No left navigation for this permission. This is a time-driven permission.	Test Setup - Primary Window	Access to Test Setup during the primary window	X		X	
	Test Setup>General Information >Downloads Tab or Test Setup>Technology Downloads	Online Testing - Secured Resources	View secured online testing downloads	X	X	X	X
	Device Toolkit	Test Setup - Device Toolkit	Configure a computer or other approved device to use for testing	X	X	X	X
	Students	Students - Search/ View	Search/view student data and download search results	X		X	
		Students - Add/Edit	Add/edit students and student data for the purposes of testing online	X		X	
		Students - Download Students	Download a list of student information for all students in a school	X		X	

[1]District Assessment Coordinator
[2]District Technology Coordinator
[3]School Assessment Coordinator
[4]School Technology Coordinator

eDIRECT Permissions Matrix (cont.)

eDIRECT Menu	Left Permission link	Permission Name in eDIRECT	Allows user to..	District		School	
				DAC[1]	DTC[2]	SAC[3]	STC[4]
Test Setup	Students	Students - Upload	Upload a list of students and student data for the purposes of testing online	X		X	
	Test Sessions	Test Session - Search/View	Search/view test sessions and download search results	X		X	
		Test Session - Add/Edit	Add, edit, and delete test sessions	X		X	
		Test Session - Delete pre-Created	Delete test sessions pre-created by State Team	X		X	
		Test Session - Status Summary	View testing status summary information	X		X	
		Test Session - Upload	Upload a list of test sessions for purposes of adding or editing test sessions	X		X	
		Test Tickets - View/Print	Print student test login tickets and view individual ticket statuses	X		X	
		Test Tickets - Regenerate Test Ticket	synchronize a student's test with their current accommodations	X			
		Test Tickets - Do Not Score	Mark a student's test as either Do Not Score or Score.	X		X	
		Test Tickets - View Questions Attempted	See hover text over the Status column - the text "x of y Questions Attempted" will be displayed in the hover text.	X		X	
	Student Status	Test Setup - View Student Status	View test status by student	X		X	

[1]District Assessment Coordinator
[2]District Technology Coordinator
[3]School Assessment Coordinator
[4]School Technology Coordinator

Working with eDIRECT

The eDIRECT Home Page

To display the eDIRECT home page, enter the URL **https://wi.drcedirect.com/** in your supported browser. When the eDIRECT home page displays, the General Information and Test Setup menus are displayed in the upper left portion of the page. The General Information menu has two options Minimum Browser Requirements and Documents.

The General Information Menu contains a link for web browser requirements (see "Minimum Browser Requirements" on page 11).

Click **Log On** to log on to eDIRECT.
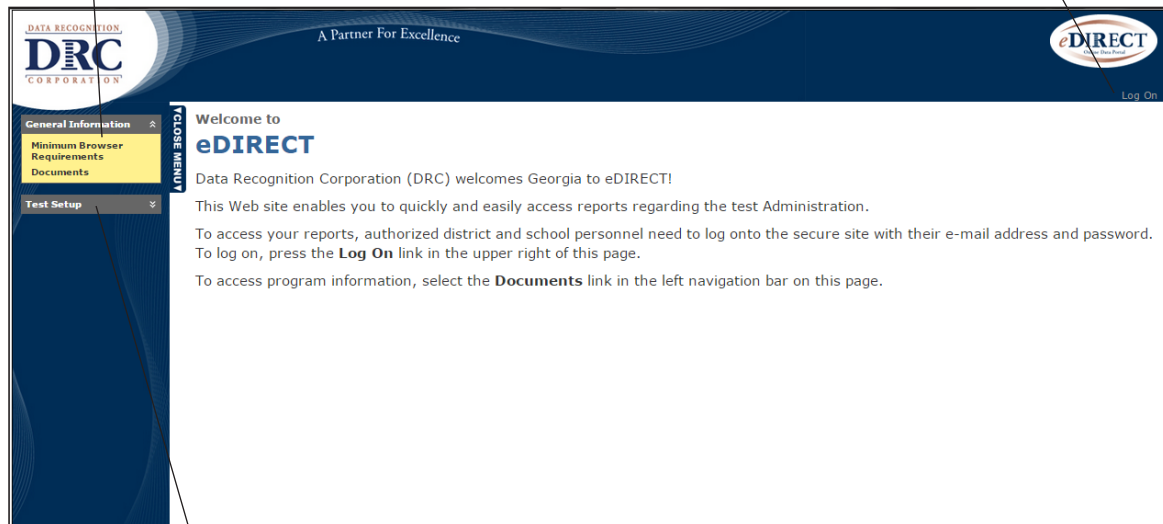
Click **Test Setup** to display general information about test setup, or to download

Minimum Browser Requirements

When you select **Minimum Browser Requirements** from the General Information menu of the eDIRECT website, a page displays listing browser requirements, with links to browser pages and additional information.

The Minimum Web Browser Requirements page displays a list of the web browsers that are certified to use with eDIRECT.

The page contains links to web browser home pages, organized by user (operating system)—PC Users (Windows), Macintosh Users (Mac OS X), and Linux Users (Linux)—that you can use to learn about and download different web browsers.

The Additional Information section contains links to descriptions of other items, such as JavaScript and session-based cookies, that are required for browsers to use eDIRECT.

Logging On To eDIRECT for the First Time

To log on to eDIRECT, you must have a username and a password. When an administrator creates an eDIRECT user, the user automatically receives an email from eDIRECT containing the username (the user's email address) and a temporary password. The eDIRECT user uses the username and temporary password to log on to eDIRECT for the first time.

Note: Within ten days of receiving the email with the temporary password, you must log in using your temporary password and change it. After ten days, the password expires and the account must be reset.

To log on to eDIRECT, enter your email address as your username in the Email Address field.

Click **Log On** to log on or **Cancel** to cancel the process.

Type, or copy and paste, the temporary password from the email you received into the Password field. If you paste it, verify that no extra spaces are included.

Hello Ima Testadmin,

This email is to inform you that your eDIRECT account at Data Recognition Corporation has been reset. This account was reset by the DRC Georgia Project Team.

Please visit this URL within 5 days to reset your password: https://ga.drcedirect.com/

Your temporary password is:
xyZ123!45

If you have missed the 5-day window, please contact the DRC State Project Team to have a new temporary password sent.

Thank you,
DRC Georgia Project Team
Data Recognition Corporation

Please note: This e-mail was sent from an auto-notification system that cannot accept incoming e-mail. Please do not reply to this message.

Logging On To eDIRECT for the First Time (cont.)

When you log on to eDIRECT for the first time using your temporary password, you are prompted to change the password.

- If an eDIRECT user forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact his or her District Assessment Coordinator to reset it.

- If a District Assessment Coordinator forgets his or her password, or does not log in with the temporary password within ten days, he or she must contact DRC's Customer Service to reset it.

- When a password is reset, an email notification is sent to the user with a new temporary password.

> When you log on to eDIRECT for the first time, you are prompted to change your temporary password. Enter your new password in the New Password field. The new password must contain nine or more characters, including both uppercase and lowercase letters and at least one number. It cannot include any part of the email address.

First Time Log On

Password Policy: A minimum of 9 characters with at least 1 numeric, both upper-case and lower-case alphabetic, and does not include any part of the user account email address.

* Indicates required fields

Create New Password

As this is the first time you have logged in, you should select a new password. This password will replace your previously assigned password, and will be known only to yourself.

Email Address
ehenrich@datarecognitioncorp.com

New Password
[   ] *
(Please do not paste)

Confirm New Password
[   ] *
(Please do not paste)

Security Question

For your security, please choose a question and answer below before selecting continue.

Question
(Select) [ ] *

Answer
[   ] *

> Re-enter the new password in the Confirm New Password field (do not cut and paste the password).

> Select a security question from the Question drop-down menu, enter your answer in the Answer field, and click **Save**.

Logging On To eDIRECT for the First Time (cont.)

The final step in the initial login process is to read and acknowledge the Security and Confidentiality Agreement for DRC Applications. You must agree to the conditions of this agreement in order to use eDIRECT. Print the agreement if you want to retain a copy.

Read the Security and Confidentiality Agreement for DRC Applications and check the **I Agree** checkbox.

Note: You cannot continue to use eDIRECT without checking this checkbox.

Security and Confidentiality Agreement for DRC Applications

DRC eDIRECT is designed for State, District, and School level personnel and contains confidential and private information, including, but not limited to, secure test materials, test scores and student demographic information. The system is password protected and requires a user name and password for access.

The secure test materials are proprietary information of its owner(s) and are provided to those authorized individuals who are legally bound to maintain the security of the test. In order to access the secure test materials you must first agree to these terms to keep the test materials secure and confidential and not disclose or reproduce any information about the secure test materials except in your authorized capacity.

The system is not for public use, and any student information from the system must not be disclosed to anyone other than a state, district or school official as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, a school official is a person employed by the state, district or school as an administrator, supervisor, district test coordinator, school test coordinator, principal, teacher, or principal's designated office staff. Such a user must have a legitimate educational purpose to review an educational record in order to fulfill his/her professional responsibility.

State, district, and school users who are granted permission to this system must read and abide by the Family Educational Rights and Privacy Act (FERPA). Disclosure of passwords to anyone unauthorized to use the system is prohibited. Disclosure of a student's data to their parent or guardian must be in accordance with FERPA. For more information on FERPA, see the U.S. Department of Education website at http://www.ed.gov/offices/OM/fpco/ferpa/.

By agreeing to these terms, I hereby certify that I will maintain the confidentiality of secure test materials, system passwords and student data accessed through **DRC eDIRECT** and I will not share information with unauthorized individuals. If I leave the position that allowed me to access this information, I will neither access nor disclose any data previously accessed through the system. Further, I will destroy any data accessed through the system if such data is no longer being used to serve a legitimate educational purpose. I understand that to continue to access, disclose, or retain such information would be in violation of the **Family Educational Rights and Privacy Act (FERPA).**

I shall maintain the security and confidentiality of all secure test materials and system passwords and only access the secure test materials in my authorized capacity.

By checking the box below, I hereby acknowledge that I have read and understand the terms of this Security and Confidentiality Agreement. Further, I agree to abide by the requirements found in the Family Educational Rights and Privacy Act (FERPA).

☐ I Agree

[Continue] [Print]

After you have agreed to the Security Agreement, click **Continue**. Click **Print** to print the Security Agreement.

General Information Menu

The General Information Menu

When you log into eDIRECT, the General Information menu is displayed in the upper left side of the main page. This menu has four options: Minimum Browser Requirements, Security Agreement, Documents, and Announcements.

Click **Minimum Browser Requirements** to display the Web Browser Requirements page, which details the eDIRECT web browser requirements for the operating systems: Windows, Linux, and Mac (OS X).

Click **Security Agreement** to display the Security and Confidentiality Agreement for DRC Applications. You can read and print the agreement from the page that displays.

Click **Announcements** to display the Announcements page. This page contains the latest information and news about online testing.

Click **Documents** to display the Documents page.

From this page you can select, open, and download various documents, including manuals, memos, and Microsoft PowerPoint presentations.

Manage Users Menu

The Manage Users Menu

When you log into eDIRECT, the Manage Users menu is displayed in the middle left side of the main page, below the General Information menu. This menu has three options: My Account, Change My Password, and User Administration.

Click **My Account** to display the My Account page. Use this page to update your user name, email address, mailing address, phone numbers, and security question.
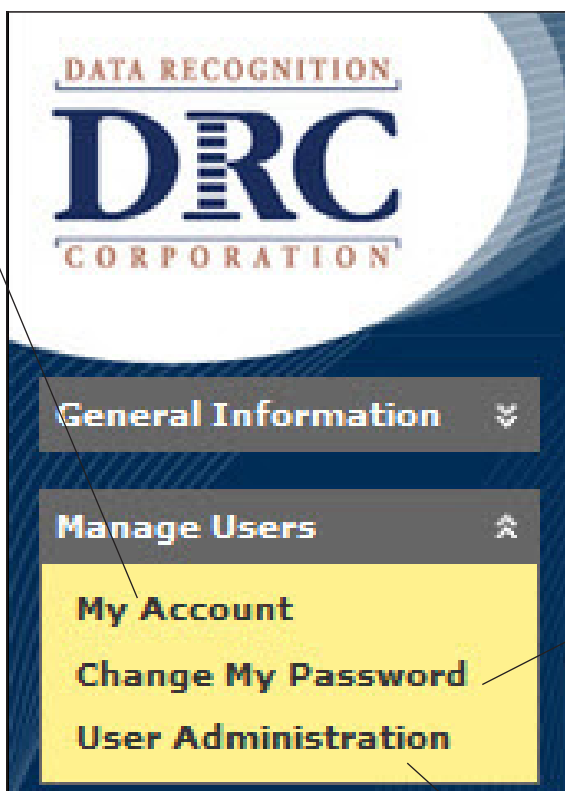
Click **Change My Password** to display the Change My Password page. From this page you can specify, confirm, and save a new password.

Click **User Administration** to perform various user administration tasks:

- Edit a user's contact information

- Change permissions for one or more users

- Reset a user's password

- Activate or inactivate one or more users

- Add one or more users to the system

Editing and Updating a User's Contact Information

This topic describes various user administration tasks you can perform using the Manage Users menu. From this menu, you can edit a user's contact information, edit a user's permissions, reset a user's password, inactivate a user, activate a user, add a single user, copy one or more users to a new administration, add permissions for a single user, or upload multiple users.

To edit a user's contact information, do the following:

1. Select **User Administration**, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

2. In the Action column, click the **View/Edit** icon ( ) to display the Edit User dialog box.

3. From the Contact tab, update the required fields and any other fields you need to change, and click the **Save** button.

Adding Permissions for a Single User

From the **Edit User** tab, you can add permissions to a user's account.

> To edit a user's permissions, do the following:
>
> **1.** Select **User Administration**, select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

Edit User

⚠ **Account Status: Not Logged In Yet**

| Contact | Permissions | Password |

| First Name | Last Name | Email Address |
| Ima | User | imauser@email.com |

Permissions

Administration ▲	Role ▲	District ▲	School ▲	Action
All Administrations (DRC Internal)	State			📝 ✖

Add

Reset User   **Inactivate**   **Close**

> **3.** Click the **Add** button to display the Add Permissions Screen.

> **2.** In the Action column, click the **View/Edit** icon (📝) to display the Edit User dialog box.

Adding Permissions for a Single User (cont.)

4. When the Add Permissions dialog box displays, select permissions from the Available
Permissions list to add to the user. Use the **Add Selected** arrow (▶) to add the permissions,
and click the **Save** button.

- To select multiple permissions in sequence, hold down the **Shift** key while you select
them.

- To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you
select them.

- Use the **Add All** arrow (▶▶) to add all permissions.

- Click the **Clone from Another User** icon (👥) to copy another user's set of permissions.

Adding Permissions for a Single User Using a Permission Set

You can use a Permission Set to specify a group of permissions that have been defined for a user role in eDIRECT.

> **1.** To assign a Permission Set to the user, click the **Permissions-set** drop-down menu and select the Permission Set that displays for the user role you are creating.
>
> The permissions included in the set are highlighted in the Available Permissions window.

Adding Permissions for a Single User Using a Permission Set (cont.)

2. Click the **Add Selected** (▶) arrow to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions window. You can add or remove individual permissions or all permissions.

Edit Permissions

* Indicates required fields

Administration
Summative Grade-Level As ⌄ *

User Role
State ⌄ *

District
(All) ⌄

School
(All) ⌄

Permission-set
State-Secondary Permissions ⌄

💬 **Tip: When you select a permission, its description will display below the list**

Available Permissions
- Administrator - Mass Assign Role
- Documents - Delete
- Documents - Upload
- eDIRECT Setup - Document and Report Ty
- Enrollment - Secondary Window
- Maintain Administration
- Maintain Administration - Edit Application
- Materials - Intercept
- Reports - Manage
- Reports - Manage - Delete
- Reports - Manage - Publish

To see the description, select a permission

Assigned Permissions
- Administrator
- Administrator - Set Password
- Documents - View
- Enrollment - Primary Window
- Manage Shipments
- Online Testing - Secured Resources
- Online Testing Statistics
- Reports - View District Files
- Reports - View School Files
- Reports - View State Files
- Status Reports - District Reports

Save   Cancel

Editing a Single User's Permissions

From the **Edit User** tab, you can add or remove permissions for any user in the system.

To edit a user's permissions, do the following:

1. Select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**. In the Action column click the **View/Edit** icon (). The user displays in the Edit User window.

Edit User

⚠ Account Status: Not Logged In Yet

| Contact | Permissions | Password |

First Name: Ima
Last Name: User
Email Address: imauser@email.com

Administration	Role	District	School	Action
All Administrations (DRC Internal)	State			

Add

Reset User Inactivate Close

2. Select the **Permissions** tab to display the Permissions dialog box. In the Action column click the **View/Edit** icon ().

Editing a Single User's Permissions (cont.)

3. When the Edit Permissions dialog box displays, select permissions from the Available Permissions list to add to the user, or permissions from the Assigned Permissions list to remove from the user. Use the **Add Selected** (▶) or **Remove Selected** (◀) arrows to change the permissions, and click the **Save** button.

   • To select multiple permissions in sequence, hold down the **Shift** key while you select them.

   • To select multiple permissions that are not in sequence, hold down the **Ctrl** key while you select them.

   • Use the **Add All** (▶▶) and **Remove All** (◀◀) arrows to add or remove all permissions.

   • Click the **Clone from Another User** icon (👥) to copy another user's set of permissions.

> **Tip: When you select a permission, its description will display below the list**
>
> **Available Permissions**
> Administrator
> Administrator - Mass Assign Role
> Online Testing - Secured Resources
> Students - Add/Edit
> Students - Download Students
> Test Session - Add/Edit
> Test Session - Search/View
> Test Session - Status Summary
> Test Tickets - View/Print
>
> **Assigned Permissions**
> Documents - View
> Students - Search/View
>
> *To see the description, select a permission*
>
> Save   Cancel

4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Editing a Single User's Permissions Using a Permission Set

You can use a Permission Set to specify a group of permissions that have been defined for a user role in eDIRECT.

> **1.** To assign a Permission Set to the user, click the **Permissions-set** drop-down menu and select the Permission Set that displays for the user role you are creating.
>
> The permissions included in the set are highlighted in the Available Permissions window.

Editing a Single User's Permissions Using a Permission Set (cont.)

2. Click the **Add Selected** (▶) arrow to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions window. You can add or remove individual permissions or all permissions.

Edit Permissions

* Indicates required fields

Administration
Summative Grade-Level As ▾ *

User Role
State ▾ *

District
(All) ▾

School
(All) ▾

Permission-set
State-Secondary Permissions ▾

💬 **Tip: When you select a permission, its description will display below the list**

Available Permissions

Administrator - Mass Assign Role
Documents - Delete
Documents - Upload
eDIRECT Setup - Document and Report Ty
Enrollment - Secondary Window
Maintain Administration
Maintain Administration - Edit Application
Materials - Intercept
Reports - Manage
Reports - Manage - Delete
Reports - Manage - Publish

Assigned Permissions

Administrator
Administrator - Set Password
Documents - View
Enrollment - Primary Window
Manage Shipments
Online Testing - Secured Resources
Online Testing Statistics
Reports - View District Files
Reports - View School Files
Reports - View State Files
Status Reports - District Reports

To see the description, select a permission

Save   **Cancel**

Editing Multiple Users' Permissions

From the **Edit User** tab you can add or remove permissions for multiple users in the system.

To edit permissions for multiple users, do the following:

1. Select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, click **Find User** to display a list of users, and select the **Profiles** tab.

2. Check the checkbox in the left-hand column for each user profile you want to edit.

3. Click the **Assign Permissions** or **Remove Permissions** button and adjust the permissions using the arrows when the Assign Permissions or Remove Permissions dialog displays (see "Editing a Single User's Permissions" on page 24 for details).

4. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Editing Multiple Users' Permissions Using a Permission Set

From the **Edit User** tab you can add or remove permissions for multiple users in the system. You can use a Permission Set to specify a group of permissions that have been defined for a user role in eDIRECT.

> **1.** To assign a Permission Set to the user, click the **Permissions-set** drop-down menu and select the Permission Set that displays for the user role you are creating.
>
> The permissions included in the set are highlighted in the Available Permissions window.

Editing Multiple Users' Permissions Using a Permission Set (cont.)

2. Click the **Add Selected** (▶) arrow to assign all of the highlighted permissions. The permissions are moved to the Assigned Permissions window. You can add or remove individual permissions or all permissions.

Edit Permissions

* Indicates required fields

Administration
Summative Grade-Level As... ▾ *

User Role
State ▾ *

District
(All) ▾

School
(All) ▾

Permission-set
State-Secondary Permissions ▾

💬 Tip: When you select a permission, its description will display below the list

Available Permissions
Administrator - Mass Assign Role
Documents - Delete
Documents - Upload
eDIRECT Setup - Document and Report Ty
Enrollment - Secondary Window
Maintain Administration
Maintain Administration - Edit Application
Materials - Intercept
Reports - Manage
Reports - Manage - Delete
Reports - Manage - Publish

Assigned Permissions
Administrator
Administrator - Set Password
Documents - View
Enrollment - Primary Window
Manage Shipments
Online Testing - Secured Resources
Online Testing Statistics
Reports - View District Files
Reports - View School Files
Reports - View State Files
Status Reports - District Reports

To see the description, select a permission

Save **Cancel**

3. Click **Save** when you are finished to save your changes or **Cancel** to cancel them.

Resetting a User's Password

When a password is reset, an email notification is sent to the user with a new temporary password (see "Logging On to eDIRECT for the First Time" on page 12 for details).

To reset a user's password, do the following:

1. Select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

2. In the Action column, click the **Reset User** icon (⟳) for the user whose password you want to reset.

3. When the Reset User dialog box displays, click **Reset User** to reset their password or **Cancel** to cancel the process.

Inactivating a User

You can inactivate eDIRECT users that are currently active. When a user is inactivated, the user is unable to access eDIRECT (to reactivate a user, see "Activating a User" on page 33).

Note: When a user is inactivated, the user *does not* receive an email.

To inactivate a user, do the following:

1. Select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

2. In the Action column, click the **Inactivate** icon ( ) for the user you want to make inactive.

3. When the Inactivate User dialog box displays, click **Inactivate** to make the user inactive or **Cancel** to cancel the process.

Activating a User

You can activate an eDIRECT user that is currently inactive so the user can access eDIRECT again (to inactivate a user, see "Inactivating a User" on page 32). When the user is activated, an email notification is sent to indicate that the account has been reset and to provide a new temporary password.

To activate a user, do the following:

1. Select the **Edit User** tab, use the various drop-down menus and fields to enter search criteria to help locate the user, and click **Find User**.

2. In the Action column, click the **Activate** icon ( ) for the user you want to make active. When the user is activated, the following message displays: **The user has been activated**.

Adding a User

When you add a user, specify the permissions the user will have. Refer to "The eDIRECT Permissions Matrix" on page 5 for permissions assignments by role.

To add a user, do the following:

1. From the Manage Users menu select the **User Administration** option and click on the **Add Single User** tab.

2. Fill out the required fields and required options from the drop-down menus.

   Note: A required field or menu option has a red asterisk (*) next to it.

User Administration

Edit User | Add Single User | Upload Multiple Users

* Indicates required fields

First Name | Middle Initial | Last Name
Ima * | | User *

Email Address
imauser@email.com *

Administration | User Role
2014-2015 MO * | School

District | School
DRC Use Only - Sample D * | DRC Use Only

Permission-set
School Testing Coordinator

Tip: When you select a permission, its description will display below the list

Available Permissions
Administrator
Documents - View
Online Testing - Secured Resources
Online Testing Statistics
Students - Add/Edit
Students - Download Students
Students - Search/View
Students - Upload
Test Session - Add/Edit
Test Session - Search/View
Test Session - Status Summary

Assigned Permissions

To see the description, select a permission

Save

3. To assign a Permission Set to the user, click the **Permissions set** drop-down menu and select the Permission Set that displays.

   The permissions included in the set display highlighted in color in the Available Permissions window. Remove any permissions not recommended for the user's role.

4. Click the **Add Selected** icon (▶) to assign the permission or permission set to the user (see "Editing a Single User's Permissions" on page 24).

   Note: A description of the permission selected displays beneath the list of permissions.

   Click **Save** when you are finished assigning permissions.

Adding Multiple Users

From the User Administration window, you can upload a file containing multiple user profiles to DRC. The file must meet certain requirements. For help, or more information about this process, click the **File Layout** and **Sample File** links at the top of the Upload Multiple Users tab.

To create and upload a users file, do the following:

1. Select **User Administration** from the Manage Users menu to display the User Administration page and select the **Upload Multiple Users** tab.

2. For help with or more information about the upload process, click the **File Layout** and **Sample File** links in the light blue bar at the top of the Upload Multiple Users tab.

User Administration

| Edit User | Add Single User | Upload Multiple Users |

First time? Download the File Layout (PDF document) and a Sample File (CSV text file).

Instructions

* Indicates required fields

Administration
End of Course Winter 2015-2016 *

File
Browse... *

Upload

User Listing

First Name	MI	Last Name	Email Address	Role	District	School	Upload Errors

If there are errors in your file, then they will display here after upload.

4. Click **Upload** when you are ready.

   Note: If there are errors in the file, a message displays containing details about the errors. You must resolve the errors and repeat Steps 3 and 4.
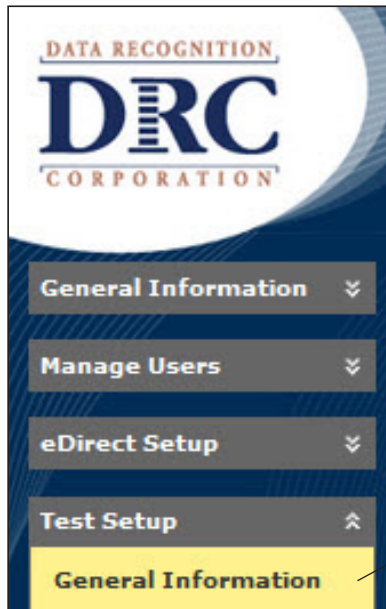
3. Select the appropriate test administration and click **Browse...** to select the file to upload.
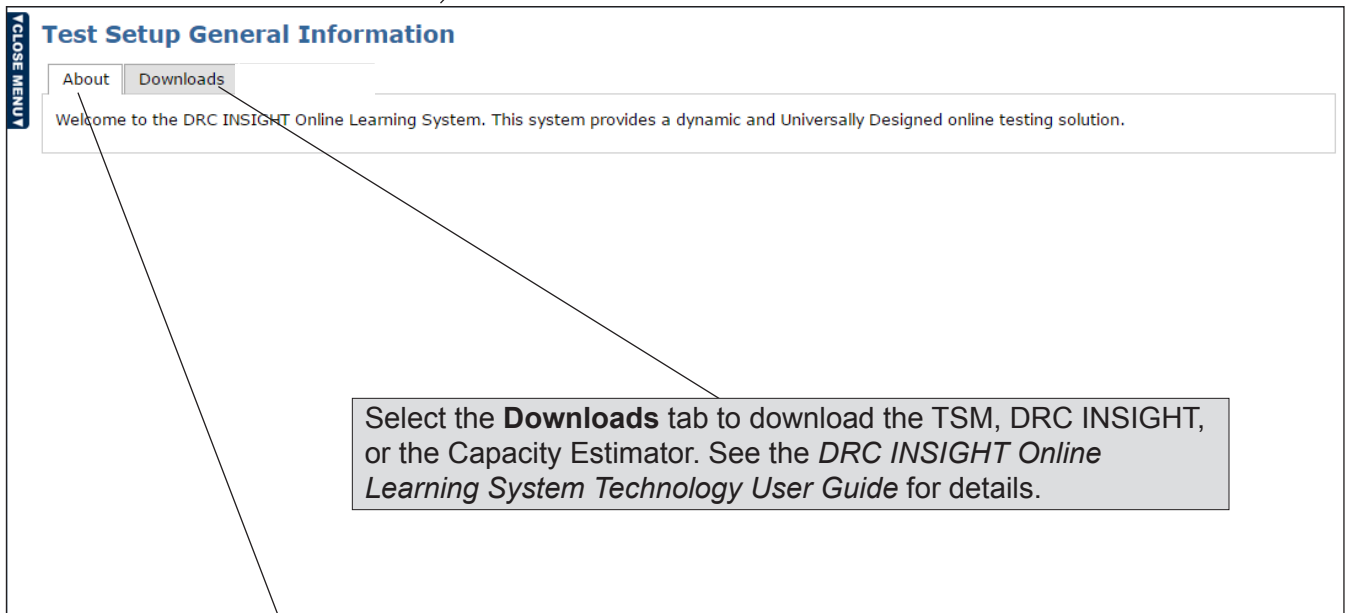
Test Setup Menu

The General Information Option

From the General Information option of the Test Setup menu, eDIRECT users can download the Testing Site Manager (TSM), DRC INSIGHT, or the Capacity Estimator.

Select **General Information** from the Test Setup menu to display the Test Setup General Information page.

Select the **Downloads** tab to download the TSM, DRC INSIGHT, or the Capacity Estimator. See the *DRC INSIGHT Online Learning System Technology User Guide* for details.

Select the **About** tab to display the Welcome to the DRC INSIGHT Online Learning System message.